

Weekly Report for Week Ending 26 November 1958
from
RECORDS DISPOSITION BRANCH

1. Contributions

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[REDACTED] ARO/ORR was sent 70 sets of folders and guides for the 1959 Subject-Numeric File System. The remaining sets, approximately 60 will be stored at the Records Center on a hold basis until needed.

Received a new records control schedule for the Records Management and Services Section, Administrative Staff, ORR. The schedule has been reviewed, approved and forwarded for implementation.

[REDACTED] 25X1A9a

2. Assignments

a. Shelf Filing

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Records Management Survey/Office of Personnel [REDACTED]

Awaiting receipt of remainder of shelving.

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General Counsel/Office Layout and Filing Equipment [REDACTED]

Floor plan and arrangement of filing equipment for the Library function is being prepared for the office. The plan provides storage for all library holdings in the General Counsel areas; a conference room; and floor and desk space for the librarian.

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OCR/IR [REDACTED]

The bid for procurement of the filing equipment has been awarded to Record Files Inc. Shipment of the open shelving is expected within a week and the other equipment in 2 to 3 weeks. Completion of the project is scheduled for 31 December. Arranged to have Mr. [REDACTED] Procurement Division, OL, to brief Mr.

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[REDACTED] IR/OCR on Agency requirements concerning procurement and use of office furniture.

b. Records Systems

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Personnel/Contract Personnel Division/Card Index [REDACTED]

No change from previous report.

Subject-Numeric Files in OP [REDACTED]

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Fourteen installed; one (Employee Relations Branch) suspended until 3 December at request of C/ERB.

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No change from previous report.

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Security Staff/New Building

Processing of laborers and construction crew has begun.

c. Records Schedules

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Revision of Records Control Schedule -OCR

Draft revision for all OCR components completed by ARO and submitted to RMS 24 November. Began RMS review. Received ARO's comments on Records Center report on OCR disposition activity to 16 October.

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Medical Staff

Records control schedules for the Office of the Chief, Support Division and the Registrar's Branch has been forwarded to Medical Staff for review and concurrence. To date, seven cu. ft. of records have been retired to the Records Center, 5 feet have been destroyed, 2 Kardex safes and a 4 drawer safe have been emptied and will be released from the area. Took Mr. [redacted] along to talk to [redacted] about Medical Staff's problem in adopting the new courier and logging procedure. Mr. [redacted] arranged for Mr. [redacted] to see the system in operation in Commo., Medical Staff was able to resolve their difficulties and feel that the new system will work out fine for that Staff.

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3. Vital Materials

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A special trip to [redacted] was made to accommodate 17 employees of OSI. These employees, all newly assigned members to the Emergency Force, were briefed in the mission of [redacted] operation of the Repository, and visited the Records Center and other facilities at [redacted]. In addition to the OSI representatives there were 11 employees of DD/P who were also briefed.

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Mr. [redacted] Chief, Graphics Register notified us that Mr. [redacted], Acting AD/OCR, has agreed to our proposal that Machine Division/OCR continue punching and providing VMRepository with tab cards used as an index to the GR film collection (70 MM negative). This decision puts an end to a previous GR proposal that in lieu of the tab card a manual record for indexing be employed at the Repository.

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3. Vital Materials [REDACTED] - continued

Personnel Office has added to their VM Deposit Schedule the U. S. Civil Service Commission Mobilization Circulars. The DD/Pers/PD will be responsible for depositing future issuances. The first four have been forwarded to Vital Materials Repository. National Security Council is also depositing a set of Civil Service Commission circulars.

Arrangements have been completed for the microfilming of OCR/IR Travel Briefs and Country Questionnaires. This is a new project and will commence next week.

The microfilm projects in the Office of Personnel and OCR/GR are continuing.

4. News

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25X1A6a At the request of [REDACTED] ARO/FE copies were made of the [REDACTED] records control schedules. In connection with field records, word was received that a general type schedule for the logistical records of the [REDACTED] was received in FE during the past week. [REDACTED] 25X1A6a

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[REDACTED] Assistant ARO/ORR was briefed in the functions and operations of the Branch.

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Mr. [REDACTED] attended ASPA luncheon 19 November to

25X1A9a hear [REDACTED] comment on election results.

Several members of the Staff attended the monthly IRAC meeting
25X1A9a to hear Mr. [REDACTED] on "Records Management in Private Industry".

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